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UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
WASHINGTON 25, D. C.

Index:
Storage
Vendor, Purchaser
Availability

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 43.1

Responsibilities of the Chicago Shipping and Storage
Field Office in Connection with Vendor Avail-
ability of Frozen Meat

I Purpose

The purpose of this memorandum is to outline the procedure to be followed in connection with the maintenance of over-all vendor availability records and reports on frozen meat.

II Purchase of Frozen Meat

The Chicago office of the Livestock Branch will make or consummate all purchases of frozen meat and will be responsible for the preparation and distribution of purchase contracts and abstracts. The Chicago office of the Livestock Branch shall furnish the Chicago office of the Shipping and Storage Branch with a copy of every acceptance wire for frozen meat. A transcript of every acceptance wire will be teletyped to the Storage Division, Shipping and Storage Branch in Washington by the Chicago field office of Shipping and Storage Branch and to the appropriate field office having jurisdiction over the territory in which the vendor is located.

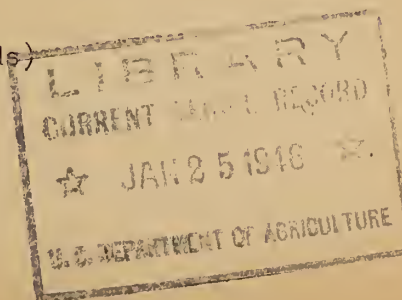
III Shipments of Frozen Meat

The over-all planning with respect to program requirements will be the responsibility of the Shipping and Storage Branch in Washington. The field office of origin (which is the Shipping and Storage office having jurisdiction over the territory in which the vendor is located) will prepare the shipping instructions and teletype the following information to the Storage Division, Shipping and Storage Branch in Washington and to the Chicago field office of the Shipping and Storage Branch for each car ordered:

Heading of Message -- Frozen Meat Order

1. Vendor
2. Contract Number
3. Order number
4. Commodity, type, grade
5. Quantity (expressed in pounds)

Distribution Codes "A" & "B"
October 22, 1945



6. FOB Point
7. Consignee
8. Number of cars
9. FAS number (if movement to program)

The field office of origin shall also prepare the master ditto ticket and forward a copy of the dittoed order ticket to the Chicago Shipping and Storage field office. The master ditto ticket will then be transmitted to the Shipping Division in the Shipping and Storage Branch, Washington, for reproduction and distribution in accordance with ticket preparation and distribution procedures.

IV Records and Reports

The Chicago office of the Shipping and Storage Branch shall maintain the over-all vendor availability covering all field offices and shall prepare a report of the remaining unordered balances as of the close of business on the last day of each month showing the unordered quantities by field offices. This report shall be dispatched by fastest post to the Inventory Accounting Section of the Fiscal Branch, Production and Marketing Administration, Washington 25, D. C. so as to insure its receipt by Inventory Accounting Section not later than the 10th day of the following month.

The Chicago office of the Shipping and Storage Branch shall also prepare and furnish a weekly report of the vendor availability, showing the weekly schedules of deliveries and quantities to be delivered by each field office. This report is to be prepared as of the close of business each Friday and transmitted to the Storage Division, Shipping and Storage Branch in Washington by the close of business Monday of each week.

The foregoing reports are in addition to the report required as of the 20th day of each month in Shipping and Storage Branch Memorandum No. 35.2, as amended by teletype October 18th.

V Effective Date

This procedure is effective immediately.

H. O. Warlick Col. G.S.C.

H. O. Warlick, Colonel, G.S.C.
Director, Shipping and Storage Branch

UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
SHIPPING AND STORAGE BRANCH

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 43.1 - REV. 1

Responsibilities of the Chicago Shipping and Storage
Field Office in Connection with Vendor Avail-
ability of Frozen Meat

I Purpose

The purpose of this memorandum is to outline the procedure to be followed in connection with the maintenance of over-all vendor availability records and reports on frozen meat.

II Purchase of Frozen Meat

The Chicago office of the Livestock Branch will make or consummate all purchases of frozen meat and will be responsible for the preparation and distribution of purchase contracts and abstracts. The Chicago office of the Livestock Branch shall furnish the Chicago office of the Shipping and Storage Branch with a copy of every acceptance wire for frozen meat. If the territory in which the vendor's plant is located is outside the jurisdiction of the Chicago Field Office of the Shipping and Storage Branch, the Chicago Field Office shall make a transcript of the acceptance wire and teletype it to the appropriate Shipping and Storage Field Office. This teletype message shall include this statement: "This is your authority to order shipment." The Chicago Field Office of the Shipping and Storage Branch will continue to make the prescribed distribution of purchase abstracts, including copies for the Storage Division, Shipping and Storage Branch in Washington. In such instances where the Chicago Shipping and Storage Field Office has teletyped a transcript of the acceptance wire to the appropriate Shipping and Storage Field Office having responsibility for the area in which the vendor's plant is located, the usual ACTION COPY of the purchase abstract shall be marked "Confirmation." The Chicago Shipping and Storage Field Office will be responsible for notifying all field offices of all contract amendments, supplements, cancellations, or other changes.

III Shipments of Frozen Meat

The over-all planning with respect to program requirements will be the responsibility of the Shipping and Storage Branch in Washington. The field office of origin (which is the Shipping and Storage office having

jurisdiction over the territory in which the vendor's plant is located) will issue shipping tickets and shipping instructions in accordance with prescribed procedure.

IV Records and Reports

Each field office of the Shipping and Storage Branch shall maintain the vendor availability covering the territory over which it has jurisdiction and shall prepare a report of the remaining unordered contract balances as of the close of business on the last day of each month. This report shall be dispatched by fastest post to the Inventory Accounting Section of the Fiscal Branch, FMA, U. S. Department of Agriculture, Washington 25, D. C. so as to insure its receipt by Inventory Accounting Section not later than the 10th day of the following month.

The foregoing report is in addition to the report required as of the 20th day of each month in Shipping and Storage Branch Memorandum No. 35.2, as amended by teletype October 18th.

V Contract Delinquencies

Shipping and Storage Branch Memorandum Number 41.2, as amended, provides that if shipment has not been made 15 days after expiration of delivery date as given in the purchase abstract, the Commodity Branch will be notified of such delinquencies.

An exception to this procedure is made for frozen meat: If delivery is not made 5 days after expiration of the delivery date or in accordance with the delivery schedule (See next paragraph), the Storage Section of the Shipping and Storage Field Office shall direct two teletypes, one to Chicago and the other to Washington, and shall specify the abstract number, the contract number, and the amount delinquent. The teletype to Chicago shall be addressed jointly to the Chief of the Shipping and Storage Field Office and to the Chief of the Livestock Office. The teletype to Washington shall be addressed jointly to the Chief, Storage Division and to the Director of the Livestock Branch.

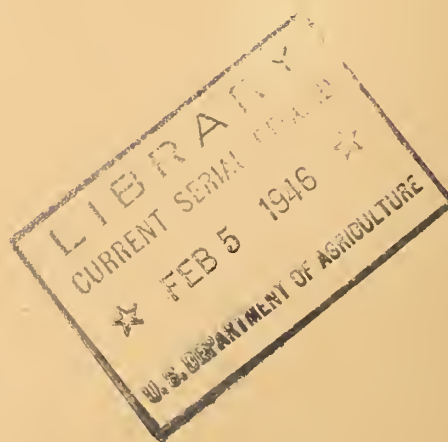
Where abstracts state that delivery is to be made over a specified period and specify also the maximum delivery amount for each week or other definite period it is the responsibility of the field offices to follow up to insure that such delivery schedules are met and if not to report such delinquencies. As an illustration, if a contract calls for 100,000 pounds to be delivered not later than a date 30 days hence and further specifies that 25,000 pounds is the amount to be delivered weekly, it is the responsibility of the Shipping and Storage Field Office to follow up to insure that this amount is delivered each week and to report such delinquencies in the event shipments are not made in accordance with the weekly schedule.

VI Superseded Memorandum

This memorandum is effective immediately and supersedes Shipping and Storage Branch Memorandum No. 43.1 dated October, 22, 1945.

H. O. Warlick

H.O. Warlick, Colonel, G.S.C.
Director, Shipping and Storage Branch



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Vendor Availability

UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
SHIPPING AND STORAGE BRANCH

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 43.1 REV. 2

Responsibilities in Connection with Vendor Availability of Frozen Meat

I Purpose

The purpose of this memorandum is to outline the procedure to be followed in connection with the maintenance of over-all vendor availability records and to establish a uniform system of reporting unordered contract balances and orders not shipped from vendors.

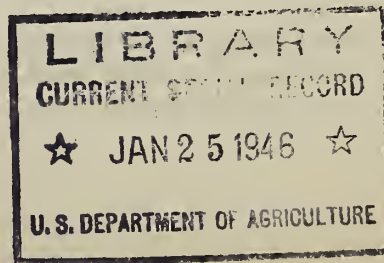
II Purchase of Frozen Meat

The Chicago office of the Livestock Branch will make or consummate all purchases of frozen meat and will be responsible for the preparation and distribution of purchase contracts and abstracts. The Chicago office of the Livestock Branch shall furnish the Chicago office of the Shipping and Storage Branch with a copy of every acceptance wire for frozen meat. If the territory in which the vendor's plant is located is outside the jurisdiction of the Chicago Field Office of the Shipping and Storage Branch, the Chicago Field Office shall make a transcript of the acceptance wire and teletype it to the appropriate Shipping and Storage Field Office. This teletype message shall include this statement: "This is your authority to order shipment." The Chicago Field Office of the Shipping and Storage Branch will continue to make the prescribed distribution of purchase abstracts, including copies for the Storage Division, Shipping and Storage Branch in Washington. In such instances where the Chicago Shipping and Storage Field Office has teletyped a transcript of the acceptance wire to the appropriate Shipping and Storage Field Office having responsibility for the area in which the vendor's plant is located, the usual ACTION COPY of the purchase abstract shall be marked "Confirmation." The Chicago Shipping and Storage Field Office will be responsible for notifying all field offices of all contract amendments, supplements, cancellations, or other changes.

III Shipments of Frozen Meat

The over-all planning with respect to program requirements will be the responsibility of the Shipping and Storage Branch in Washington. The field office of origin (which is the Shipping and Storage office having jurisdiction over the territory in which the vendor's plant is located) will issue shipping tickets and shipping instructions in accordance with prescribed procedure.

Distribution Codes "A" and "B"
December 17, 1945



IV Records and Reports

Each field office of the Shipping and Storage Branch shall maintain the vendor availability covering the territory over which it has jurisdiction and shall prepare reports of the remaining unordered contract balances and of balances ordered but not shipped by vendors as of the close of business on the last day of each month.

Space is provided in the unordered contract balances report (See Exhibit A attached "Frozen Meat Report-Unordered Contract Balances" Form SS-28) to furnish the following information:

Commodity
Code
Contract No.
Net Weight in Pounds

The report of items ordered but not shipped (See Exhibit B "Frozen Meat Report-Ordered but not Shipped Balances" Form SS-29) will cite the following:

Commodity
Code
Order No.
Contract No.
Net Weight in Pounds

Allow three single spaces after the last item is entered under a specific commodity so that the "total" figure may be inserted by the Inventory Accounting Division.

These reports shall be dispatched as follows by fastest post to provide for receipt not later than the 10th day of the month following the reporting period:

Original and 1 copy -- Chief, Inventory Accounting Division
Fiscal Branch, FMA
U.S. Department of Agriculture
Washington 25, D. C.

1 copy -- Chief, Storage Division
Shipping and Storage Branch, FMA
U.S. Department of Agriculture
Washington 25, D. C.

The foregoing reports are in addition to the report required as of the 20th day of each month in Shipping and Storage Branch Memorandum No. 35.2, as amended by teletype October 18, 1945.

NOTE: Pending receipt of forms SS-28 and SS-29 (which will be forwarded to Shipping and Storage Field Offices as soon as they are reproduced) the field offices may use the form as shown in the attached exhibits. It is important that the proper commodity description be given in your reports.

For example: Write — Fores, Lamb

DO NOT WRITE — Frozen Lamb

Write — Sides, Calf or Veal

DO NOT WRITE — Frozen Veal

V Contract Delinquencies

Shipping and Storage Branch Memorandum Number 41.2, as amended provides that if shipment has not been made 15 days after expiration of delivery date as given in the purchase abstract, the Commodity Branch will be notified of such delinquencies.

An exception to this procedure is made for frozen meat: If delivery is not made 5 days after expiration of the delivery date or in accordance with the delivery schedule (see next paragraph), the Storage Section of the Shipping and Storage Field Office shall direct a book message to Chicago and Washington, and shall specify the abstract number, the contract number, and the amount delinquent. The Chicago teletype message shall be addressed to the Chief of the Shipping and Storage Field Office with a copy for the Chief of the Livestock Office. The teletype message to Washington shall be addressed to the Chief, Storage Division with a copy for the Director of the Livestock Branch. These teletype messages shall be handled in accordance with the present teletype relaying system.

Where abstracts state that delivery is to be made over a specified period and specify also the maximum delivery amount for each week or other definite period it is the responsibility of the field offices to follow up to insure that such delivery schedules are met and if not to report such delinquencies. As an illustration, if a contract calls for 100,000 pounds to be delivered not later than a date 30 days hence and further specifies that 25,000 pounds is the amount to be delivered weekly, it is the responsibility of the Shipping and Storage Field Office to follow up to insure that this amount is delivered each week and to report such delinquencies in the event shipments are not made in accordance with the weekly schedule.

VI Superseded Memorandum

This memorandum is effective immediately and supersedes Shipping and Storage Branch Memorandum No. 43.1 dated October 22, 1945 and Shipping and Storage Memorandum No. 43.1 - Rev. 1 dated November 16, 1945.

H. O. Warlick, Colonel, G.S.C.
Director, Shipping and Storage Branch

FORM SS-
2-6-45

U.S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
SHIPPING AND STORAGE BRANCH

FIELD OFFICE

EXHIBIT A

Chicago, Illinois

FOR MONTH ENDING

December 31, 1945

FROZEN MEAT REPORT (UNORDERED CONTRACT BALANCES)

COMMODITY	CODE (1ST 5 DIGITS)	CONTRACT NO.	NET WEIGHT (LBS.)
Boneless Steer or Heifer	54201	AWF (F) 30,101	60,000
		30,117	30,000
		30,129	100,000
Fores, Lamb	56101	AWF (F) 30,103	30,000
		30,104	30,000
		30,107	60,000
Loins, Pork	60501	AWF (F) 30,120	30,000
		30,128	60,000

THE UNIVERSITY OF CHICAGO
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1100 EAST 58TH STREET
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FORM SS
2-6-45

U.S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
SHIPPING AND STORAGE BRANCH

FIELD OFFICE

EXHIBIT B

Chicago, Illinois

FROZEN MEAT REPORT

MONTH ENDING

(ORDERED BUT NOT SHIPPED BALANCES)

December 31, 1945

COMMODITY	CODE 1ST 5 DIGITS	ORDER TICKET SYMBOL NO. & SUB	CONTRACT NO.	NET WEIGHT (LBS)
Boneless Steer or Heifer	54201	WFSK 13210-6	ANF (F) 30,002	30,000
		WFSK 13210-9	" "	30,000
		WFAB 13211-4-5	30,011	64,684
Sides, Calf or Veal	55201	WFSK 13208-1	ANF (F) 30,005	30,000
Beef Hearts	59101	WFSK 13250-1-2	ANF (F) 30,012	60,000
		WFAB 13198-1	30,009	30,000

UNITED STATES

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C. 20535

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2. [Illegible]

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